

Forum

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Support for AppleWorks and ///EZ Pieces Users

Letters to NAUG

Print "Buffers" and Short Lines

Dear Cathleen,

I own an Apple IIe, Pkaso interface card, and Okidata 92 printer. My computer locks up while the printer is working. I must wait for a document to finish printing before I can work on another. My friend, who has an Apple IIc and an Epson printer, can print one document while he edits another. What can I do to achieve the same result?

In addition, no matter how I set my characters per inch, I am unable to get more than 80 characters on a printed line. I can change the size of the characters, but if I make the characters smaller, I end up with 80 characters on the line and a wide right margin. My documents print correctly on the Epson and Apple printers at school, but not on my Okidata at home.

Melanie Kitchner
Wyndmoor, Pennsylvania

[Ed: The communications between one's computer and one's printer is more complex than many people realize. When you tell AppleWorks to print a document, the computer transmits only the first character of that document. The printer prints that character and then sends a message to the computer saying that it is ready for the next character. The computer does not send the second character until the first one is printed.]

Some printer manufacturers (e.g., Toshiba, the maker of the ImageWriter II) put memory in the printer so it can memorize the characters to be printed. The printer stores the characters in memory and immediately sends a message back to the computer saying the text was printed. If the printer has a enough memory, the computer will send the complete document to the printer and then is free to run AppleWorks while the printer outputs your document.

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. The group provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the **AppleWorks Forum**.

This extra memory is called a "buffer" or "print buffer". Your friend's Epson printer apparently has a "buffer"; your Okidata does not. You have to wait until a document is printed before you can do other work.

There are two ways to add a print buffer to your system. First, you can buy an external buffer. We use a 64K Microbuffer (Practical Peripherals) at the NAUG office and find it adds significantly to our productivity.

NAUG also uses an Applied Engineering RamWorks card as a print buffer. AppleWorks uses only 48K of every 64K of memory you add to your machine, and Applied Engineering figured out how to use the extra memory as a print buffer. The AW 2 Expander program that comes with the RamWorks card modifies AppleWorks so it can use the extra memory on the RamWorks card as a buffer. Once you modify AppleWorks with the AW 2 Expander, AppleWorks stores its print output on the card and sends that output to the printer while you use your Apple for other work.

Your problem printing more than 80 characters on a line is caused by your printer interface card setting. The correct printer interface card setting for the Pkaso card is Control-I 0N (that is the number zero, not the letter "O"). Enter that setting and you should be able to print more than 80 characters on each line. The correct settings for nine popular interface cards appeared in the April 1987 issue of the AppleWorks Forum.]

AppleWorks Forum

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Macro Users Group

Dear Editor:

I am writing to let you know about the AppleWorks Macro Users Group (A MUG). A MUG publishes a manual and a disk of macros that work with AutoWorks. We plan to translate these macros to make them compatible with UltraMacros.

Marvin Yavitz
A MUG
Box 8375
St. Louis, MO 63132

[Ed: AutoWorks, one of the precursors to Time-Out UltraMacros, is an enhancement that adds macro capabilities to AppleWorks. AutoWorks costs \$49.95 from Beagle Bros. For more information about macros, see the article entitled "Getting Started with Macros" in this issue of the AppleWorks Forum.]

Another Patch to Change the AppleWorks Cursor

Dear NAUG,

Here's a tip that lets you change the flashing AppleWorks cursor to the Mousetext character "⌵". I like this character because it always points to where your letters will appear when you type and to what will be deleted when you press the Delete Key.

Follow these steps:

1. Boot your system with the Utilities Disk or any other disk that has the file BASIC.SYSTEM and get into the BASIC language.
2. Replace your BASIC disk with a copy of the AppleWorks Startup Disk.
3. Type `BLOAD APLWORKS.SYSTEM, TSYS, A$2000` and press the Return Key.
4. Type `POKE 11681, 77` and press the Return Key.
5. Type `BSAVE APLWORKS.SYSTEM, TSYS, A$2000` and press the Return Key.

Jon Bernhardt
Kitchener, Ontario
Canada

Pinpoint Spell Checker

Dear Cathleen,

NAUG's review of TimeOut QuickSpell (*AppleWorks Forum*, May 1988) is quite accurate. However, some of the comments about Pinpoint's Spell Checker left me confused. The author writes "... Spell Checker is so slow when operating on a standard Apple IIe ... that many typists lose characters as they type."

I find no relation between Spell Checker and typing. You can type as fast as AppleWorks allows. You won't lose any characters because the Spell Checker isn't activated until you press Solid-Apple-P.

In addition, Pinpoint's Spell Checker was not intended to check large documents. Pinpoint's advertisements state it is good for short pieces and single words. Word checking with Spell Checker is quicker than QuickSpell if for no other reason than you can activate it with a single Solid-Apple-P. To invoke QuickSpell you must press Open-Apple-Escape and then a few more keystrokes.

Don Prohaska
California City, California

[Ed: NAUG tested Pinpoint's Spell Checker on a Apple IIe and confirmed the finding of lost characters while typing. The problem occurs after you use Spell Checker for the first time and then insert words into the middle of an existing document. NAUG originally reported this problem in a review of Pinpoint's Spell Checker in the December 1986 issue of the AppleWorks Forum.]

This problem did not occur when we used Spell Checker on either an Apple IIGS or a TransWarp-equipped Apple IIe.]

New 1988/1989 Public Domain Catalog

NAUG recently increased the size of its Public Domain Library and released a new, 24-page edition of the NAUG Public Domain Catalog. The catalog lists hundreds of inexpensive public domain templates, fonts, AppleWorks enhancements, and utilities available from NAUG. The catalog costs \$4 and includes a rebate coupon worth \$2 on your first order.

How to Transfer Files into AppleWorks — Part 1

by Warren Williams

This is the first of two articles on how to transfer data between Apple II's and other computers. This month, Dr. Williams describes how to transfer data from MS-DOS and CP/M systems into AppleWorks. Next month he describes how to transfer data from non-MS-DOS laptop computers such as the Tandy 100, 102, and 200.

Some of us live in a schizophrenic world. At home we enjoy the ease of using AppleWorks; at work we struggle with more complex, more powerful word processor, data base, and spreadsheet programs on MS-DOS machines. In this article, I describe how to transfer data files between these computers. Although I refer to MS-DOS systems, the same techniques can be used to transfer data between CP/M computers and Apple IIs. These instructions apply to both desktop and laptop MS-DOS systems.

What You Need

You need telecommunications programs for both the Apple and MS-DOS systems. The communications program for your Apple should be a ProDOS program such as Point-to-Point (Pinpoint Publishing), MouseTalk (United Software), CommWorks (PBI Software), ASCII Express (United Software), or any other ProDOS-based communications program. You can use any popular MS-DOS communications program on your IBM-compatible; there are dozens of programs available for those systems. However, I prefer the simple communications modules built into the easy-to-use integrated packages like Works (Microsoft Corp.) or First Choice (Software Publishing Co.). [Ed: A list of the addresses and telephone numbers for all vendors mentioned in this article appears on page 7].

You also need a way to connect the two computers. If you have an Apple IIe, you need a communications card and a cable to connect the two machines.

You can use a Super Serial card in your IIe and the model SC817 Smart Cable produced by IQ Technologies. The Smart Cable has all the plugs and switches necessary to connect two computers through their RS-232 ports. If you don't have access to a Smart Cable, you can use either a "straight through" RS-232 cable with a device called a "null modem", or a "null modem cable" to connect your two computers. These items should be available at any full-service computer store.

If you have an Apple IIc or IIgs, you need the cable usually used to connect your computer to an ImageWriter I printer.

Preparing Your Data File

The computer industry has adopted a standard coding scheme, called ASCII (pronounced ASK-ee), to represent data. AppleWorks, and most MS-DOS programs, can read and write ASCII files. The problem is that the two systems use different disk drive mechanisms, so you cannot write your data as ASCII files on one system and read it with the other.

To accomplish this transfer, you have to generate a file on the "sending" computer that represents all data in ASCII codes and then transfer those codes between computers.

Unfortunately, every program uses different approaches to creating an ASCII file. Some programs (e.g., AppleWriter) automatically store their files in ASCII codes. Others (e.g., AppleWorks) provide an option to write ASCII files on your data

Figure 1: ASCII File Formatted for Export to AppleWorks Data Base

John Smith 123 Main Street Brooklyn New York 11210 (212) 555-1234	Record #1
Mary Doe 999 Broken Road Detroit Michigan 48239 (313) 555-5555	Record #2
Sam Jones 321 Orange Terrace Macon Georgia 65078 (404) 555-2345	Record #3
.	.
.	.
.	.

disk. (In AppleWorks, you “print” your file to an ASCII file on the disk.)

You need to generate an ASCII (or “text”) file on the sending computer. Since the steps necessary to generate that file depend on the program you are using, those procedures are beyond the scope of this article.

If you are preparing data for transfer into the AppleWorks word processor, you should generate an ASCII file without Return characters at the end of each line.

Files prepared for export to an AppleWorks data base should have the data from each category on a separate line. The data from the first record should be followed immediately by data for the next record. If a field in one of the records is empty, you should print a blank line to keep the number of lines the same for every record. For example, if you have a name and address data base, your ASCII file should look like the list in *Figure 1*.

Most spreadsheet programs use different formulas and functions, so it is difficult to successfully transfer spreadsheet files between computers. However, you can try transferring your spreadsheet into AppleWorks by preparing a DIF (Data Interchange Format) file. A DIF file is an ASCII file organized in a manner designed for sharing information between programs.

Preparing Your Computers

Once you have prepared an ASCII file, you are ready to connect the computers and transfer the file. Follow these steps:

1. *Apple IIe owners:* Install a Super Serial Card in slot 2 and configure the card with the jumper block pointing to “Modem” and the switches set for 9600 baud, 8 bits, one stop bit, no parity. (The switch settings are as follows: Switch 1: Off Off Off On On On; Switch 2: On On On On On Off Off.) Then, use the Smart Cable or a straight-through RS-232 cable and null modem adapter to connect the serial ports on the two machines.

Apple IIc or IIGS owners: Connect the DB-25 plug on the ImageWriter I cable into the serial port of the MS-DOS computer. Connect the other end of the cable to the modem port on the Apple.

2. Boot up telecommunications programs on both the MS-DOS and Apple computers. Examine the communications parameters available on each program and determine the fastest baud rate both programs offer. Typically, that is either 4800 or 9600 baud. Configure both programs to communicate at that baud rate.
3. You can set up the software to use any combination of data bits, stop bits, and parity as long as both machines are configured to the same settings. Start by trying 8 bits, one stop bit, no parity. If that is not available on both systems, try 7 data bits, 1 stop bit, even parity.
4. Put an AppleWorks data disk in one of your Apple disk drives and set the telecommunications software so it is ready to receive a file and store that file on a disk. Most telecommunications programs will ask you to enter a pathname

Advanced Techniques...

for this file. Enter the pathname in the format **/diskname/filename**.

5. Tell the communications software in the MS-DOS machine to transmit the ASCII file to the Apple.

The file should now be transmitted to the Apple computer and saved on your AppleWorks disk. Some Apple communications programs require you to issue a "Save" command to save the file. Issue that command now.

Using the File in AppleWorks

Once the file is stored in ASCII characters on your AppleWorks data disk, you should read the file into AppleWorks and issue a Save Command to store the file in AppleWorks format. Follow these steps:

1. Boot up AppleWorks.
2. At the Main Menu, select choice #1, "Add Files to the Desktop".
3. Indicate you want to create a new file for either the word processor, data base, or spreadsheet.
4. Indicate the file is a text file on the disk.
5. Enter the pathname of this file.
6. If you are transferring a data base file, tell AppleWorks how many categories are in each record.
7. Tell AppleWorks what name to assign to the new data file.

AppleWorks will read the data disk. The duration of this process depends on the size of the file you are transferring.

8. If you are transferring data into an AppleWorks data base, issue an Apple-N command and change the AppleWorks default category names to more descriptive titles.
9. Issue an Apple-S command to save the new AppleWorks file on the disk.

The MS-DOS file should now be stored as an AppleWorks file on your AppleWorks data disk.

Other Alternatives

There are at least three other ways to transfer files from MS-DOS computers into AppleWorks.

One approach is to use Cross-Works, a program specifically designed to transfer MS-DOS files into AppleWorks. Unlike other communications products that require you to generate and translate ASCII files, Cross-Works can directly transfer files between WordPerfect, dBASE III+, Lotus 1,2,3, and AppleWorks. The package includes all necessary cables, data conversion, and communications programs for both the MS-DOS and Apple computers.

You can also use an Applied Engineering PC Transporter card to convert ASCII files from MS-DOS formatted disks into Apple format. The PC Transporter comes with a utility program called "Transfer" for this purpose. The procedure is to use your MS-DOS software to generate an ASCII file and then use the Transfer program to write that file onto a ProDOS-formatted disk.

A third alternative is to prepare the ASCII text file as described above, and send your MS-DOS data disk to a file conversion service, such as Burke Software. Burke converts MS-DOS (and other format) data disks into AppleWorks formatted files. A number of NAUG members report they received excellent service from Burke Software. ■

[Dr. Warren Williams teaches course in the Educational Technology program at Eastern Michigan University. He is a technical advisor to NAUG, a frequent contributor to the AppleWorks Forum, and conducts AppleWorks seminars throughout the country.]

The computer industry has adopted a standard coding scheme for data. AppleWorks, (and most MS-DOS programs) can read and write ASCII files.

File Transfer Resources

The companies in this list make products suited for file transfers and conversions.

PC Transporter
Applied Engineering
Box 5100
Carrollton, TX 75011
(214) 241-6060

Burke Software
Data Transfer Division
Box 515
Park Ridge, IL 60068
(313) 823-1357

SmartComm
Hayes Microcomputer Products
Box 105203
Atlanta, GA 30348
(404) 449-8791

Smart Cable
IQ Technologies, Inc.
11811 N.E. 1st St. #308
Bellevue, WA 98005
(206) 451-0232

Microsoft Works PC
Microsoft Corporation
10700 Northup Way
Bellevue, WA 98009
(206) 882-8080

CommWorks
PBI Software
1111 Triton Drive
Foster City, CA 94404
(415) 349-8765

Point-to-Point
Pinpoint Publishing
5865 Doyle Street #112
Emeryville, CA 94608
(415) 654-3050

Cross-Works
SoftSpoken
Box 97623
Raleigh, NC 27624
(919) 878-7725

PFS:First Choice
Software Publishing Corporation
Box 7210
1901 Landings Drive
Mountain View, CA 94043
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How to Handle 9-Digit Zip Codes

by Cathleen Merritt

Over the years, the United States Postal Service has adopted a number of practices that purportedly speed the flow of mail. One of the organization's ideas to improve mail service is called "Zip + 4", the nine-digit zip code. While this code undoubtedly makes it easier to handle the mail, it increases the complexity of managing name and address records in an AppleWorks data base file.

AppleWorks users face four problems when they use nine-digit zip codes:

1. Once you enter a hyphen into a category, AppleWorks no longer recognizes the entry as a number.
2. If some of your records have nine-digit codes and some have five-digit codes, it is difficult to arrange the records solely on the first five digits of their code.
3. There are times when you want to print only the first five digits of the code.
4. Some Postal Service classes of mail require you to sort the mail based on five-digit codes; others require sorting by nine-digit codes.

Fortunately, these problems can be avoided if you establish two zip code categories for your data base file. (I call the categories "ZIP" and "ZIP+4".) Always enter the five-digit and four-digit codes into these two different fields.

If you separate the codes into two categories and omit the hyphen, AppleWorks treats your entries as numeric data. That lets you sort the records by either the original zip code or by the expanded nine-digit code. In addition, you can choose whether to print just the first five digits or the complete nine-digit number.

When you want to sort the records into zip code order, you must use a two-step process. First, arrange the records based on the ZIP+4 category. Then issue a second Arrange Command to sort the records based on the ZIP category. This procedure insures that records containing either five-digit or nine-digit codes are in the correct order.

There is one problem with this system; it is not easy to get a hyphen between the two sets of numbers. If you own version 2.0 or later of AppleWorks, you can insert that hyphen by using the Mail Merge module to print your output. However, I found a simpler solution: I leave the space blank between the two numbers and nobody seems to mind.

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How to Print a Single Page

by James Hirsch

Ever try to print a single page with AppleWorks? You put the cursor on the page you want to print, issue an Apple-P command, select "This Page" from the Print From? Menu, and AppleWorks develops a life of its own ... printing from the current page to the end of the document.

The problem is that the Print From? Menu specifies where printing should start, but does not tell AppleWorks where to stop.

Here are two ways to get AppleWorks to print just a single page:

Use the Pause Each Page Command

One technique is to insert a Pause Each Page Command at the beginning of the document. To issue a Pause Each Page Command, type an Apple-O to go to the Options Menu, and then type PE.

Then follow these steps:

1. Issue an Apple-K command to tell AppleWorks to calculate the page breaks. (While this step is optional, AppleWorks sometimes prints the wrong page if you do not first issue an Apple-K command.)
2. Either scroll to the page you want to print or use the Apple-F command to find that page. (If you use Apple-F, press the Up Arrow Key to scroll onto the page you want to print.)
3. Issue an Apple-P command and indicate you want to start printing from the current page.
4. AppleWorks will start to print the page and will prompt you to "Press Space Bar to continue". Press the Space Bar if you want to print another page. Press the Escape Key to cancel the printing of additional pages.

Use a "Single Page Printer"

Another alternative is to add a second printer to the AppleWorks Printer Menu and define that printer so it automatically pauses at the end of each page.

Follow these steps to add this "Single Page Printer" to your Printer Menu:

1. At the Main Menu, select choice #5, "Other Activities".
2. At the Other Activities Menu, select choice #7, "Specify information about your printer(s)".
3. At the Printer Menu, indicate you want to add a printer to your system. Select the correct printer from the list and give the printer a name such as "Single Page".
4. At the Add a Printer Menu, change the default so "Pause at the end of each page" is set to "Yes".

You can now print a document as if you had inserted a Pause Each Page Command at the beginning of the file. Just select the "Single Page Printer" from the Printer Menu when you issue the Apple-P command.

If you add a Single Page Printer to the Printer Menu, it's easy to print an entire document. Leave the cursor anywhere in the document, issue an Apple-P command, respond to the Print From? Menu with the choice "This document", and select the regular printer from the Printer Menu.

A final suggestion: Sometimes you will find that AppleWorks starts printing on the page before the one you want to print. There are two ways to eliminate that problem:

1. Issue an Apple-K command before issuing the Print Command.
2. Put the cursor somewhere in the middle of the page you want to print before issuing the Print Command.

Either of those approaches will get the correct page printed.

[James Hirsch, of Coon Rapids, Minnesota, is a consultant to the Anoka-Hennepin Schools.]

Getting Started with Macros — Part I

by Mark Munz

This is the first of a series of articles that describe how to use UltraMacros to enhance the power of AppleWorks. By the end of this first article, you should know the capabilities of UltraMacros and how to use its built-in commands and macros. Future articles will describe how to record your own macros, how to create and use Task Files, and how to use the programming language built into UltraMacros.

A “macro” is defined in Webster’s New Collegiate Dictionary as “a single computer instruction that stands for a sequence of operations”. For example, it usually takes several keystrokes to tell AppleWorks to print a word processor document (Apple-P, RETURN, RETURN, RETURN). With a macro, a single keystroke combination (Solid-Apple-P) can perform the same job.

Macros have two obvious advantages. First, they save keystrokes. You can tell AppleWorks to memorize any set of keystrokes and then “invoke” or “play back” that macro whenever you need those words or commands in your document. Second, macros speed up AppleWorks. Macros immediately respond to AppleWorks questions and menus. There is no waiting for user input.

Macro Programs for AppleWorks

There are currently five programs that give you macro capabilities with AppleWorks. Pinpoint Publishing’s KeyPlayer and Beagle Bros’ UltraMacros, AutoWorks and Super MacroWorks modify AppleWorks and add macro capabilities directly to the program. DiversiKey, from Diversified Software Research, works only on the Apple IIGs, but adds macro capabilities to most text-based programs that run on that computer. DiversiKey does not modify AppleWorks and does not have all the power of UltraMacros, but DiversiKey also works with Multiscribe, Bank Street Writer III, most spreadsheet programs, and other Apple II programs.

Of the available alternatives, I favor UltraMacros. It is the most powerful of the programs and it offers a number of features not available with the other two alternatives. In this series of articles, I will refer specifically to UltraMacros, although some of the functions I will describe can be duplicated with the other programs.

UltraMacros’ Additions to AppleWorks

UltraMacros enhances AppleWorks in five ways:

1. It adds new AppleWorks commands.
2. It includes a set of built-in macros for AppleWorks.
3. It gives AppleWorks the ability to memorize and replay any set of keystrokes you enter.
4. It lets you create Task Files so you can automate any task or set of operations.
5. It offers a complete programming language so you can create menu-driven applications or automate complex tasks.

This series of articles describes how to use each of these features of UltraMacros.

UltraMacros and the Keyboard

You can invoke these features like other AppleWorks commands because UltraMacros recognizes keystroke combinations that are typically ignored by AppleWorks.

Figure 1: Commands UltraMacros Adds to AppleWorks

Keystroke	Description
sa-Delete	Deletes character under cursor
sa-	Jumps to first space after cursor
sa-,	Jumps to first space before cursor
sa-'	Enters date in long form (September 1, 1988)
sa-"	Enters date in short form (09/01/88)
sa=	Enters time in 12-hour format (1:42 pm)
sa+	Enters time in 24-hour format (13:42)
sa-Return	Finds the next Carriage Return character (word processor only)
sa-^	Finds the next formatting or "normal" caret (^) (word processor only)
oa-X	Start recording a macro.
oa-Delete	Identical to sa-Delete command
oa:	Converts character at cursor to uppercase
oa;	Converts character at cursor to lowercase
oa!	Summons insert cursor
oa-@	Summons Zoom Out mode (formatting, formulas hidden)
oa-ctrl-W	Increments character at cursor (i.e.: "a" becomes "b")
oa-ctrl-A	Decrements character at cursor (i.e.: "b" becomes "a")

As you might know, AppleWorks does not differentiate between the Open-Apple and Solid-Apple keys. (On an Apple IIgs, the Option Key duplicates the function of the Solid-Apple Key on the Apple IIe and IIc.) When you use "standard" AppleWorks, you can use the Open-Apple and Solid-Apple keys interchangeably; both keystrokes initiate the same commands.

UltraMacros "teaches" AppleWorks to differentiate between the Open-Apple and Solid-Apple key combinations. With UltraMacros installed, Open-Apple, Solid-Apple, and Both-Apple key combinations invoke different commands. In addition, UltraMacros recognizes Control-key combinations. Thus, each key on the Apple keyboard can be used

to generate additional AppleWorks commands. Throughout this series of articles, I will use the abbreviations "oa-", "sa-", "ba-", and "ctrl-" to designate Open-Apple, Solid-Apple, Both-Apple and Control-key keystrokes.

Built-in Commands

UltraMacros adds new commands to AppleWorks. For example, UltraMacros adds a Date Command. Once UltraMacros is installed, you can press sa-' and AppleWorks will immediately type the current date in the format "September 1, 1988". Typing sa-" invokes the Date2 command, which types the date in the format "09/01/88".

Two other useful commands are the "UC" (Upper Case Convert) and "LC" (Lower Case Convert) commands. Once you install UltraMacros, you can put the cursor on any lower case letter and issue the Upper Case Convert command (oa:). AppleWorks will replace that character with its upper case equivalent. Similarly, the LC command (oa;) will convert an upper case letter into lower case.

Figure 1 lists the commands UltraMacros adds to AppleWorks.

Built-in Macros

In addition to the built-in commands, UltraMacros includes a set of pre-defined macros that are automatically available when you enhance AppleWorks with UltraMacros. For example, sa-A invokes a macro that takes you to the Add Files Menu from anywhere within AppleWorks. Once you install UltraMacros, you can add a file to your desktop from anywhere in AppleWorks by pressing sa-A and selecting the file from the disk catalog.

Figure 2 lists the macros built into UltraMacros. Additional information about each macro appears in the AppleWorks word processor file entitled "Macros Ultra" on the UltraMacros disk.

Keystroke Macros

The UltraMacros oa-X command adds another feature to AppleWorks; the ability to record keystroke macros. When you press oa-X, UltraMacros starts memorizing each key you press. You can then define those keystrokes as a new macro and replay the keystrokes upon command.

Figure 2: Macros Built into UltraMacros

<i>Keystroke</i>	<i>Description</i>
sa-Left Arrow	Go to beginning of word processor line, or Go to first column of spreadsheet, or Jump left one word in a data base category
sa-Right Arrow	Go to end of word processor line, or Go to last column holding data in a spreadsheet, or Jump right one word in a data base category
sa-A	Add files to desktop
sa-B	Begin a memo
sa-C	Center line of text
sa-D	Delete word under cursor
sa-F	Find text and clear old search text
sa-G	Go to special marker
sa-H	Go to home cell in spreadsheet
sa-I	Indent three characters
sa-J	Address line
sa-K	Calculate page breaks, then find a page
sa-L	WP: left justify; SS: change entry's label layout
sa-M	Set special marker
sa-N	Sort column in spreadsheet numerically
sa-O	Indent zero
sa-P	Print file; add date if a spreadsheet or data base report
sa-Q	Go to next file on desktop
sa-R	Change a printer option
sa-S	Save and remove a file
sa-U	Undo last "UltraMacros delete"
sa-Y	Delete line
sa-Z	Delete to end of file
sa-9	Delete last line in file
sa--	WP: insert subscript codes; SS: shrink column width
ba++	WP: insert superscript codes; SS: expand column width
sa-/	WP: force a page break; SS: copy a label or value
oa-<space>	Insert a space, even in strikeover mode
ctrl-A	Sort a spreadsheet column alphabetically
ctrl-B	Boldface word under cursor
ctrl-C	Close a letter
ctrl-F	Find next forced page break
ctrl-L	List all files on current drive
ctrl-N	Create a new AppleWorks word processor file
ctrl-O	Delete next caret (^)
ctrl-P	Begin data base phone log program
ctrl-\	Exit AppleWorks, ignoring all changes
ba-ctrl-S	Save all desktop files to current disk and exit

You do not need to be able to program to use this valuable feature of UltraMacros. You tell UltraMacros to memorize your keystrokes, do your work as usual, and tell the program to repeat those keystrokes upon command. I will describe how to capture, compile, replay, and save keystroke macros in the next article in this series.

Task Files

Task Files are sets of macros you can use to perform a specific task. For example, you can set up a Task File that boots up AppleWorks, concatenates ten different spreadsheet files into a single file, prints that summary spreadsheet, saves the summary on disk, and quits AppleWorks.

Although it's easy to use a Task File, creating one requires some background. I will describe how to create Task Files later in this series.

The Programming Language

Unbeknownst to many UltraMacros users, UltraMacros also offers a true Pascal-like programming language. The language has its own set of variables, the capability for loops, a powerful if-then-else logic command set, and other sophisticated features that are common to programming languages, but are unusual in a macro program.

The UltraMacros programming language supports more than 50 commands. These are in addition to the standard AppleWorks commands already at your disposal. Two articles in this series will

Macro Primer...

describe the UltraMacros programming language and will teach you how to use that language. You will find that this powerful language will let you do spectacular things with AppleWorks.

Conclusion

My purpose in this article was to provide a quick introduction to UltraMacros. Now you should follow the directions on how to install TimeOut that appeared in the February 1988 issue of the *AppleWorks Forum*, and start to explore UltraMacros's built-in commands and pre-programmed macros. Next month, I will describe how to record and play back customized keyboard macros. ■

[Mark Munz, author of Late Nite Patches, Soft-Works, and several macros on the MacroTools disk, is the AppleWorks SIG leader for Northwest Apple Pickers, in Tacoma, Washington.]

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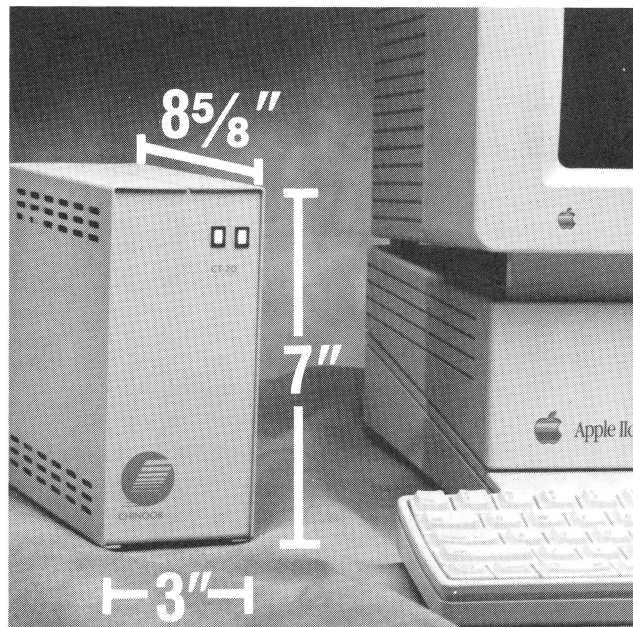
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TimeOut Thesaurus: An Easy Way to Find the Right Word

by Marty Knight

Writing, for me, is a ponderous task. The ideas are there ... but the right words often elude me. Now I get help from TimeOut Thesaurus, an AppleWorks accessory that lets me locate the word that best conveys what I want to say. Thesaurus quickly gives me a list of synonyms; I no longer have to heft my dog-eared copy of Roget's Thesaurus from the reference shelf. With Thesaurus, I am always an Apple-Escape away from more than 40,000 synonyms for the 5,000 most popular words in the English language.

Requirements, Compatibility, and Installation

Thesaurus is compatible with versions 2.0 and 2.1 of AppleWorks. Although the program will work on a 128K Apple with two 5.25-inch disk drives, I recommend you have at least one 3.5-inch drive or a hard drive to make Thesaurus convenient.

Installation of Thesaurus follows the pattern established for the other TimeOut modules. If TimeOut is not installed on your copy of AppleWorks, boot your computer with the Thesaurus disk and follow the on-screen directions. Complete installation instructions appeared in the February 1988 issue of the *AppleWorks Forum*. If TimeOut is already on your copy of AppleWorks, just copy the file TO.THESAURUS onto your TimeOut Applications Disk.

Once installed, you must boot up AppleWorks, invoke TimeOut, and use the TimeOut Utilities to tell Thesaurus where to locate its dictionary.

Functionality and Features

Thesaurus is easy to use. Place the cursor anywhere on a word in a word processor document, press the Apple-Escape Key combination, and select Thesaurus from the TimeOut Menu. *Figure 1* depicts the Thesaurus screen that appears if the

cursor is on the word "walking" when you invoke Thesaurus.

Three lines of text, including the highlighted word, appear at the bottom of the screen so you can see the word in context. Thesaurus displays up to 30 synonyms for the selected word. If there are more than 30 synonyms, Thesaurus displays the first 29; item 30 will be "More".

The suggested words are organized by parts of speech. Nouns, verbs, pronouns, adjectives, adverbs, and conjunctions are all presented in clearly defined separate lists. You can use the TimeOut Utilities to redefine these labels.

You select a replacement word from the display by moving the highlight to the word or by typing its number and pressing the Return Key. Thesaurus automatically replaces the word, and reformats your document if necessary.

You can also use Thesaurus to help you think of synonyms for words you have not yet entered into a document. Put the cursor on any empty space, invoke the Thesaurus, and the program will prompt you to enter a word from the keyboard. Thesaurus then displays suggested synonyms. Any synonym you select is inserted at the cursor position and your document is reformatted to accommodate the new word.

If Thesaurus cannot find the word you want in its synonym dictionary, it drops any suffix to the word and attempts to find a synonym for the root word. If you select one of Thesaurus' synonyms for the root word, the program automatically adds the suffix to the synonym and asks you to verify the spelling of the proposed word. Thesaurus uses a complex algorithm to handle suffixes; the program usually suggests the correct synonyms and spellings for the final words. However, Thesaurus

Software Review...

assumes it knows how to spell the suffixed word correctly. It does not give you an opportunity to change the spelling of the suffix before the word is entered into your document.

If the first list of suggested words does not include one that is close to your intended meaning, you can highlight any word on the list and press Open-Apple-Return. Thesaurus will display a list of synonyms for the new word. You can use Open-Apple-Return up to eight times to help you locate the most suitable synonym.

The number of words in the synonym dictionary depends on the size of the disk you use. The 5.25-inch disk includes approximately 43,000 synonyms for the 5,000 most common root words. The 3.25-inch disk includes approximately 46,000 synonyms for the same number of root words.

Performance

Thesaurus does an excellent job of suggesting reasonable synonyms for your words; not surprising when you consider it is based on the Random House Thesaurus, a recognized reference work. In addition, the program is fast. It took 20 seconds for Thesaurus to suggest 23 synonyms for the word "walking" when I stored the Thesaurus program on a RAM disk and the dictionary on a 5.25-inch floppy disk. The program runs faster if you have a 3.5-inch disk drive or a hard disk drive.

Documentation

Thesaurus comes with one 5.25-inch disk, one 3.5-inch disk, and a 40-page manual that includes both a Table of Contents and an Index. The manual is adequate. Fortunately, Thesaurus is easy to configure and easy to use.

Support

You can get help using Thesaurus from a number of sources. Beagle Bros' technical support line answers questions during regular working hours.

Figure 1: Sample Screen from TimeOut Thesaurus

File: Fairy Tale	WALKING	Escape: Review/Add/Change
TimeOut Thesaurus 1.0, Copyright 1988 by Alan Bird		
Using "walk"	Noun	23. footpath
Verb	10. stroll	
1. step	11. hike	
2. stride	12. constitutional	
3. saunter	13. gait	
4. ambulate	14. carriage	
5. perambulate	15. beat	
6. promenade	16. sphere	
7. pace	17. area	
8. march	18. field	
9. tread	19. course	
	20. conduct	
	21. path	
	22. lane	
This is the story of Little Red Riding Hood and the big, bad wolf. Little Red Riding Hood was walking through the forest one day to visit her grandmother, who lived in a cottage		
Type number, or use arrows, then press Return		74K Avail.

Unfortunately, the line is frequently busy, but the technical support staff proved familiar with the program when I finally got through.

Beagle Bros also maintains a 24-hour bulletin board system and is available on-line in the Industry Connection of AppleLink-Personal Edition. Thesaurus owners can also get free technical support from NAUG's Members Helping Members volunteers or on the NAUG bulletin board.

Conclusion

Thesaurus is an excellent enhancement for anyone who does serious writing with AppleWorks. The program frees you from the drudgery of looking up words in a printed thesaurus. Its speed and ease of use will encourage you to find the most appropriate words as you write. TimeOut Thesaurus should help improve your writing. ■

[TimeOut Thesaurus costs \$49.95 from Beagle Bros, 6215 Ferris Square, Suite 100, San Diego, CA 92121.]

[Marty Knight teaches computer literacy at Wilson Junior High School in Middletown, Connecticut.]

Recent Additions to NAUG's AppleWorks Wish List

NAUG maintains a "Wish List" of suggested AppleWorks enhancements. The complete list last appeared in the June 1988 issue of the *AppleWorks Forum*. Here are additional features suggested by our members. Although many of these enhancements are available in AppleWorks additions, these are enhancements that members want to see added to the basic AppleWorks program.

Our thanks to Thomas Herzinger (Antioch, Illinois), Robert Netro (Canton, Ohio), Wendy Sprout (Richmond, Virginia), Melvin Nehring (St. Charles, Iowa), and Lucille Garmon (Carrollton, Georgia) for their thoughtful suggestions.

General Suggestions

- More than 250 lines, records, or rows on the clipboard.
- Ability to change system date from within AppleWorks.
- Different formats for entering dates upon bootup.
- Information about status of the clipboard.
- User-sizable windows into other documents or files.
- Screen suppression when macros are operating.
- "Find file" and "find text" functions.
- One command to save all files on desktop.
- More options for number of lines to print per inch.
- Background saving of files.
- Ability to print catalog of data disk.
- Toggle beep on/off.
- Copy and move data between spreadsheet and data base.

Word Processor

- Different size characters on one line.
- Arrange lines alphabetically or numerically.
- Specify margins by relative values, as in AppleWriter.
- Enter print options without calling the Options Menu.
- Glossary function to record common keystrokes.
- Ability to change the case of selected text.
- Horizontal scrolling to display long lines.
- Maintain multiple columns in a document.
- Add non-printing notes in a document.

Data Base

- Category names in inverse when requested.
- Ability to copy and move data between categories.
- Report titles greater than 80 characters.
- One-step way to create blank data base file from an existing file.

- Ability to specify print options (boldface, underline, etc.) for categories in reports.
- Allow longer strings of text in records.
- Allow record selection and arrange on calculated categories.
- Use current multiple record layout at default format for tables reports.
- Display page breaks on tables format reports.
- Arrange only selected records in a file.
- Rearrange categories on the clipboard.
- Insert clipboard records at the end of file.
- Record selection rules comparisons of more than 15 characters of text.

Spreadsheet

- Automatic setting of column widths to accommodate longest entry.
- Internal rate of return function.
- Trigonometric functions.
- Logarithmic functions.
- Statistical functions (including standard deviation and variance).
- Future value and present value functions.
- Logical "not".
- Random number function.
- Exponentiation function.
- Scientific/engineering constants (e.g., π , e, c).
- Allow attaching notes to cells.
- Allow exponential (scientific) notation.
- Copy and move blocks of cells.
- Copy and move columns to the clipboard.
- Arrange columns based on contents of a row.
- Interchange row to column and column to row.
- Count number of times a value appears in a row or column.
- Record selection rules in the spreadsheet.
- Replace formulas with the calculated value.
- Commands like Apple-1/Apple-9 to scroll horizontally.
- Windows top and bottom, and side by side.
- Print row and column indicators.
- Function to identify 2nd and 3rd highest or lowest value in a column or row.
- Automatic left justification of labels when formulas are displayed.
- Copy into several non-contiguous areas at the same time.
- Background calculations so you can continue to work.

Some AppleWorks owners still don't have TimeOut!



If you've ever wished you could do more with AppleWorks, like check your spelling lightning fast, print out your files with great looking Macintosh fonts, graph a spreadsheet to get your point across, use your mouse, create a powerful macro to automate your work and save time, print your wide spreadsheets sideways so they'll fit on the page, copy files and disks, use really powerful desk accessories, and do it all without ever having to leave AppleWorks, then you need one or more of our original TimeOut products—QuickSpell, SuperFonts, Graph, UltraMacros, SideSpread, FileMaster and DeskTools.

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How to Get Multi-Line Headers

by Mark Munz

AppleWorks can automatically put a one-line "header" at the top of every page in a word processor document. In this article, Mark Munz describes how to overcome this one-line limitation and produce multi-line headers. You need TimeOut UltraMacros to implement these procedures.

A "header" consists of text that is automatically printed at the top of every page of a word processor document. In a book, a header typically includes the name of the chapter and the page number. In a letter, the header usually includes the name of the addressee, the date, and the page number.

The AppleWorks word processor module has a command that can automatically put a header on the top of each page. You invoke the header command by going to the Options Menu (Apple-O) and entering the letters "PH" for "Page Header". The line of text immediately below the Page Header Command will print at the top of the next page and at the top of all the following pages. You can change the header at any point in your document by issuing a new PH command. AppleWorks even has the ability to automatically insert correct page numbers in the header. [Ed: See the articles entitled "How to Print Page Headers" in the July and August 1987 issues of the *AppleWorks Forum* for information about how to get automatic page numbering in AppleWorks.]

Unfortunately, AppleWorks limits the header to a single line. But here is a macro that adds multi-

line header capabilities to AppleWorks. You will need TimeOut UltraMacros to use this technique.

How the Macro Works

To use the macro, enter a multiple line header as text at the beginning of the document. When you

Figure 1: Macro that Adds Multi-Line Headers

```
M:<awp:
msg ' Number of lines in the header (1-9) ':
$0=getstr 1:                {get a value}
x=val $0:                    {get result and put into x}
msg ' ':                     {turn off prompt}
if x=0 then stop:elseoff    {stop if no number is entered}
zoom:                        {make certain you have zoom off}
oa-k:rtn:                    {calculate page breaks }
oa-9:up:                     {go to the last page}
poke 799,$15:                {find vertical position on screen}
call 795:
Y=peek 794:Y=Y+1:
$1=screen 45,Y,3:            {put last page number in $1}
p=val $1:                    {let P = last page number}
oa-z:                         {zoom in to display all options}
oa-1:oa-c>T<                 {copy header to clipboard}
zoom:                         {zoom out}
x=x+1                         {adjust counter}
begin                         {loop puts lines on clipboard}
  if x>1 then
    x=x-1:down:rpt
  else
    oa-left:elseoff
rtn:

c=1                            {set a new counter }
begin                          {loop to copy in headers}
  :oa-k:rtn:                   {recalculate page breaks}
  oa-f>P<print c:rtn:         {find end of current page}
  rtn:down:
  oa-c>F<                     {copy the header onto the page}
  c=c+1                       {increment the counter}
  if c<p then
    rpt>!
```


Word Processor Tip...

invoke the macro, the program asks how many lines you want in the header and then copies that many lines from the beginning of the file onto the AppleWorks clipboard. Next, the macro uses the Copy Command to place this header at the top of every page.

There is one significant disadvantage to using this procedure to put multiple-line headers in your document. The macro changes the text in your document by copying the multiple line header onto the top of each page. If you save the document with these headers and ever want to edit the file, you will have to remove all the headers, make the editing changes, then re-run the macro.

You can avoid this problem by saving the file on a data disk *before* running the macro. Then run the macro and print the document. Do not save the modified file on your disk; you already have a complete copy of the file without the headers. When you want to edit the document, bring the original file from your disk onto the desktop, make your editorial changes, save the revised document, and re-run the macro.

Like all programs, AppleWorks has its limitations. But it is interesting to watch third party enhancements like UltraMacros challenge those limits.

Beagle Bros Update

A last-minute change in AppleWorks 2.1 required a change in the TimeOut program. Version 2.1 of TimeOut is required for version 2.1 of AppleWorks.

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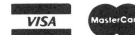
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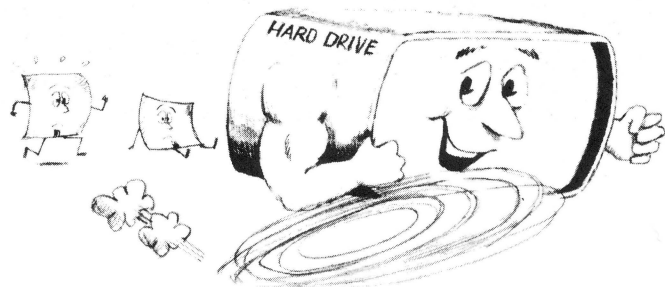
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Quick Tip

How to Prevent Apple IIGs Lock-Ups

by A. J. Weiss

When loading AppleWorks into my Apple IIGs, the computer occasionally locks up at the screen that says "Getting Started" at the top. Members Helping Members volunteer Jim Sulsona solved the problem. He told me to shut off my ImageWriter II or press the "Select" button on the printer and the computer unlocked without rebooting AppleWorks.

I don't know how often I've rebooted my computer when AppleWorks locked like this, but no longer. Now I just press the "Select" button on the ImageWriter and I can continue working. ■

[A. J. Weiss uses AppleWorks to manage the mailing list for his boating club, and for his personal bookkeeping. Mr. Weiss lives in Sarasota, Florida.]

Protect Your Privacy

by Jim Carlisle

You can quickly hide your AppleWorks screen from a curious onlooker by pressing the Escape Key. A second press of the Escape Key usually brings back your screen when you are ready. ■

[Jim Carlisle is coordinator of the Teachers Idea and Information Exchange, Box 6229, Lincoln, Nebraska 68506.]

SpreadTools: Useful Tools for the Spreadsheet User

by Dave Gair

SpreadTools, the latest addition to the TimeOut series of AppleWorks enhancements from Beagle Bros, is a collection of tools that add useful features to the AppleWorks spreadsheet. The SpreadTools modules were written by Alan Bird, Dan Verkade, and Randy Brandt.

The SpreadTools modules include:

Analyst: A spreadsheet auditor that checks for potential errors in the logic of a spreadsheet, (e.g., circular cell references), generates a cross-reference list that shows which cells refer to other cells, displays an entire spreadsheet in compressed form, and automatically sets the width of a column to the widest entry in that column.

Block Copy: Copies any block of cells within a spreadsheet or to the clipboard for transfer to other spreadsheets. (Unenhanced AppleWorks cannot copy blocks of cells.)

CellLink: Imports cell values into a summary spreadsheet from other spreadsheets on the desktop or from AppleWorks data disks. One summary spreadsheet can import data from up to 35 different spreadsheets. CellLink makes it easier to use the AppleWorks spreadsheet module to produce complex reports.

Data Converter: Transfers word processor information into spreadsheet-formatted data and transfers data between the AppleWorks spreadsheet and data base modules. This is an enhanced version of the Data Converter module on the DeskTools, Graph, and UltraMacros disks.

FormulaToValue: Converts a calculated value in a cell into a constant. FormulaToValue lets you compute an entry in a cell one month and "lock in" that value so it doesn't change in future months.

QuickColumns: Changes column widths. Allows designation of a repeating pattern of column widths. For example, if you highlight six columns and enter "8,2" as the column widths, the first column will be set eight characters wide, the second column two characters wide, the third column eight characters wide, and so on.

Rows <—> Cols: Copies any column to a row or any row to a column.

SpreadTools will be introduced by Beagle Bros at AppleFest in San Francisco later this month. The program costs \$59.95.

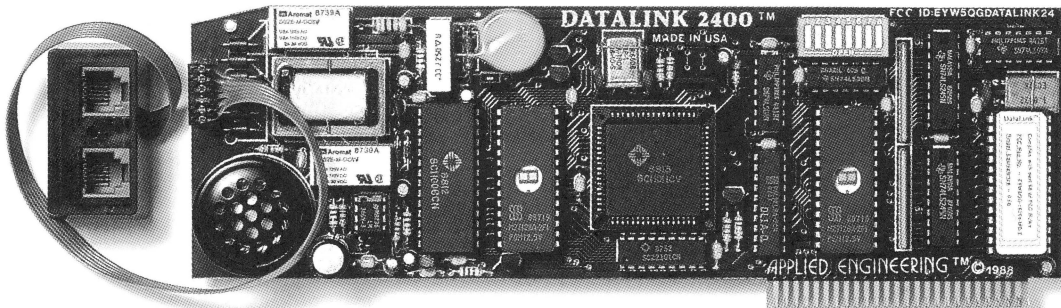
[Dave Gair, a contractor from Los Angeles, California, coordinates the AppleWorks Special Interest Group on CompuServe.]

NAUG Available on CompuServe and AppleLink-PE

You can now contact NAUG on both AppleLink-Personal Edition and CompuServe. On AppleLink, NAUG appears in the Apple II Forum under the AppleWorks Special Interest Forum. On CompuServe, issue the command "GO APPLTWO" to find NAUG.

The NAUG area on CompuServe includes a message system and a data library. NAUG members can use electronic mail to contact the NAUG business office. You should direct business messages to Cathleen Merritt, user id 72227,3463. The data library includes all files posted on NAUG's Electronic Forum, and many of the files in NAUG's Public Domain Library.

The new DataLink™ 2400 modem from Applied Engineering, it's a lot more than just twice as fast.

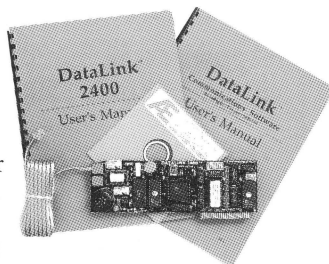


Applied Engineering's new DataLink™ 2400. Simply put, the finest modem on the market for your Apple IIs, IIe or II+.

Bring home a world of information . . . from up to the minute flight information to whole libraries of resource materials. Even download free software and games.

Twice the speed.

At transmission speeds up to 2400 bps (bits-per-second), Applied Engineering's new DataLink 2400 is capable of putting text on the screen faster than the human eye can follow. That means you can capture a great deal more material in less time than with 1200 bps modems. And *unlike other modems*, the DataLink 2400 comes complete with powerful, easy-to-use communications software.



Complete communications software included.

Both our new DataLink 2400 and our DataLink 1200 modems feature AE's exclusive communications software—on disk and in ROM—everything needed to get you immediately up and running. Our powerful DataTerm software for the IIs and IIe supports VT-52 screen emulation, macros, file transfers, on-line time display, recording buffer and more. It even stores hundreds of phone numbers for auto-dialing and log on. And for II+ and 64K IIe owners, our OnLine 64 software has many of the same powerful features.

Worldwide compatibility.

The DataLink 2400 is fully compatible with Bell 103 and 212 protocols, as well as European protocol CCITT V.22 BIS, V.22 and V.21. It operates at varying transmission speeds from 0-300, 1200 and 2400 bps.

The new 2400, like our best-selling DataLink™ 1200, carries a full five year warranty and comes complete with two modular phone jacks for data and voice calls, a thoughtful feature that means fewer wires to connect. We also include an extra long telephone cable, in case your computer is across the room from your telephone jack. You can track the progress of calls either electronically or via on-board speaker. And built-in diagnostics reliably check transmission accuracy.

Packed with important features:

- Non-volatile memory for modem configuration
- Full Hayes AT compatibility
- Point-to-Point, ASCII Express, Access II compatibility, in addition to AE's included DataTerm and OnLine 64 software.
- Super Serial Card "Front End" for highest software compatibility (unlike others)
- Adaptive equalization and descrambling
- Hardware configuration for DSR and DCD
- PC Transporter (MS-DOS) compatibility
- FCC certified design

\$204.90 in freebies.

We also throw in a nice collection of goodies—a free subscription to the GENie network worth \$29.95, \$60 of free on-line time from NewsNet, a free \$50 subscription to the Official Airline Guide and a fee-waived membership to The Source worth \$49.95 plus \$15 of free on-line time.

That's \$204.90 worth of free memberships, discounts and on-line time when you purchase the powerful DataLink 2400 at **\$239**.

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Loaded with all the features of the new 2400, (except CCITT, DSR/DCD and non-volatile ROM configurations) our 1200 bps DataLink modem, complete with software and freebies, is an affordable alternative at only **\$179**.



DataLink 1200.....\$179
DataLink 2400.....\$239

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To order or for more information, see your dealer or call (214) 241-6060 today, 9 am to 11 pm, 7 days. Or send check or money order to Applied Engineering. MasterCard, VISA and C.O.D. welcome. Texas residents add 7% sales tax. Add \$10 outside U.S.A.

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P.O. Box 5100, Carrollton, TX 75011

How to Get Help with the AppleWorks Modules

by William Marriott

Each month, the *AppleWorks Forum* lists the member-volunteers who offer technical support for AppleWorks products. This month's list identifies the volunteers who can answer questions about the AppleWorks modules. Next month's issue will contain a list of members who offer help with hardware questions.

AppleWorks Modules

How to Use This List

To the left of each volunteer's name are numbers that indicate the AppleWorks modules the consultant supports. Volunteers are listed alphabetically by state.

- 1 = Word Processor
- 2 = Data Base
- 3 = Spreadsheet
- 4 = Integration between modules

Alabama

1,2,3,4 Rebecca Cathey
Eutaw AL
205/ 372-3581 M-F 5pm-9pm;
S-S Noon-10pm

1,2,4 Tiny Laster
Tuskegee AL
205/ 727-8855 M-F 9am-6pm
205/ 727-5466 Daily 9pm-Midnight

Alaska

1,2,3,4 Ross Lambert
Unalakleet AK
907/ 624-3161 M-Sat 9am-9pm
GEnie R.W.LAMBERT

California

1,2 Stephen Brewer
San Bernadino CA
714/ 883-0365 Sun 7pm-10pm;
M 7pm-10pm
714/ 882-3308 T-F 10am-5pm
NAUG BBS #43
Compuserve 73277,2500

1,2,3,4 Robert Demmon
Coronado CA
619/ 435-0554 M-F 3pm-10pm;
S-S 9am-10pm
619/ 435-0520 M-F 3pm-10pm;
S-S 9am-10pm

1,2 Donna Ewing
Costa Mesa CA
714/ 556-3169 M-F 8:30am-4:30pm

1,2 Don Farrar
Pleasant Hill CA
415/ 932-5509 M-F 6pm-8pm

4 George Gray
Los Angeles CA
213/ 774-4131 M-F 10am-10pm

1,2,3,4 Terry Higgins
Hayward CA
415/ 887-7499 Daily 8am-11pm answ mach
NAUG BBS #117
GEnie T.HIGGINS1
The Source SIG049

1,2,3 Alan E. Kahn
San Anseimo CA
415/ 457-9827 M-F 8am-9pm

1,2,3 Berenice Maltby
Corona del Mar CA
714/ 640-7369 9am-9pm

1,2,3,4 Tom Militello
Rancho Palos Verdes CA
213/ 541-2766 M-F 4pm-8pm
NAUG BBS #118

1,2,3 Will Nelken
San Rafael CA
415/ 456-1798 M-F 10am-3pm
415/ 459-0845 M 3pm-9pm;
Sat 10am-10pm

1,2,4 Jim Pennington
Long Beach CA
213/ 420-8629 24-hr. answ mach

1 Dale Shields
Torrance CA
Compuserve 73177,2323
GEnie D.G.SHIELDS

Colorado

1,2,3,4 Gary Armour
Littleton CO
303/ 933-9493 M-F 5pm-10pm;
S-S 10am-10pm

1,2,3,4 Steve Feldman
Denver CO
303/ 428-6115 M-F 8am-8pm

1,2,3,4 David Gillaspie
Lakewood CO
303/ 431-6100 M-F 9am-Noon
303/ 988-0994 M-F 7am-9pm

1,2,3,4 Lyle Graff
Littleton CO
303/ 977-4557 M-F 8am-3pm
303/ 794-5970 M-F 6pm-9pm;
Sat Noon-9pm

3 Harry McMullen
Littleton CO
303/ 795-5510 Daily 4pm-9pm
GEnie HARRYMC

AppleWorks Modules...

1,2,4 Carol McPeck
LaSalle CO
303/ 284-5508 Daily 8am-Noon

1,2,3,4 Larry Thaete
Boulder CO
303/ 939-9072 MWF 5pm-9pm
303/ 492-2717 M-F 9am-3pm

Connecticut

1,2,3,4 Martin Knight
Middletown CT
203/ 346-9698 Daily 6pm-9pm
NAUG BBS #101
GEnie M.KNIGHT

1,2,4 John R. Robinson
Niantic CT
203/ 739-7435 Daily 9:30am-2pm

1,2,3,4 Emery Roth
Washington CT
203/ 868-7118 Daily 3pm-8:30pm

1,2 Newton Shaffer
Gales Ferry CT
203/ 464-9716 Daily 4pm-11pm

Florida

1,2,3,4 John Andrianoff
Ft. Pierce FL
305/ 466-6653 School Days 3:30pm-8:30pm;
Other Days Noon-8pm

1,2,3,4 H. Clay Bailey III
Jacksonville FL
904/ 744-2499 W-Sun; 7pm-11pm
904/ 725-3477 Daily 9am-6pm

1 Joe Policy
Lantana FL
305/ 586-1111 M-F 9am-5pm
Compuserve 76127,24
The Source STR774

1,2,3,4 Thomas Stanius
Opa Locka FL
305/ 375-2095 ext. 8691 M-F 8am-5pm
305/ 624-6142 M-F 6pm-Midnight;
S-S 10am-10pm

1,2,3,4 Jeff C. Strichard
Ft. Lauderdale FL
305/ 587-9590 M-F 6pm-11pm; S-S all day
305/ 763-3883 M-F 9am-4pm

Georgia

1,2,3,4 Jim Sulsona
Doraville GA
404/ 455-0853 Daily 9am-Midnight
NAUG BBS #69
Compuserve 76440,227
404/ 446-9048 #187

Illinois

1 Michael Artery
Clarendon Hills IL
312/ 986-1128 Daily 6pm-9pm

1,2,3,4 Sharon De Kirmandjian
Libertyville IL
312/ 680-1974 M-F, 2pm-10pm

1,2,4 J. Terry Flynn
Lake Bluff IL
312/ 680-0980 M-F 8am-5pm
312/ 234-2820 M-F 6pm-9pm;
S-S 10am-9pm
The Source TCK890

1,2,4 Connie Peters
Decatur IL
217/ 875-2431 School Hours
217/ 429-6242 Other Times

1,2,3,4 Dennis Ricke
St. Charles IL
312/ 377-4829 School Hours

1 Walter Schillinger
Oak Park IL
312/ 386-2278 M-F 5pm-6:30pm
312/ 451-3000 Daily 8am-10am,
2:30pm-3:30pm

1,2,3 Bowen Schumacher
Winnetka IL
312/ 256-1771 S-S 11am-5pm
212/ 546-0633 M-F 9am-7pm

1,2,3,4 Michael Warner
Glenn Ellyn IL
312/ 790-0330 M-F 8am-5pm
312/ 469-2543 M-F 5pm-10pm;
S-S 10am-10pm

1,2,3,4 Victor Weisskopf
Lincolnwood IL
312/ 674-7400 M-F 9am-5pm

Indiana

1,2,3,4 Stanley Boler
Knightstown IN
317/ 345-5663 M-F 5pm-11pm

1,2,3,4 Brenda Crenshaw
Shelbyville IN
317/ 264-1286 M-F 7am-5pm
317/ 398-0525 M-F 6pm-9pm;
S-S 9am-10pm

1,2,4 Irvin Haas
Carmel IN
317/ 848-0050 M-F 3:30pm-10pm;
S-S 10am-10pm

1 Mark Hochstetler
Indianapolis IN
317/ 783-8821 MTF 1pm-5pm;
WTh 8am-5pm
317/ 299-3156 M-F 7pm-10pm;
S-S 10am-10pm

Iowa

1,2,3,4 Roger Christian
Iowa City IA
319/ 337-2189 M-F 9am-5pm
319/ 338-7350 M-F 7pm-10pm

1,2,3 Dan York
Marion IA
319/ 373-1883 M-F 5pm-10pm;
S-S 10am-10pm
319/ 373-2083 M-F 5pm-10pm

Kansas

1,2,3,4 Dick Fogliasso
Girard KS
316/ 724-4330 M-F 8am-9am, 3pm-4pm
316/ 724-4590 S-S 9am-9pm
Compuserve 73710,20

1,2,4 Jan Laughlin
Mapleton KS
316/ 743-3441 Daily 9am-4pm

2,3 Marcia Philbrick
Seneca KS
913/ 336-3557 School Hours
913/ 336-3645 Other Times 7pm-10pm

Kentucky

1,2,3,4 Rosalie Lasee
Richmond KY
606/ 622-1986 M-F 8am-4:30pm

Maryland

1,2,3,4 Ron Jacobs
Laurel MD
301/ 498-0558 M-F 6pm-10pm
Sat 10am-10pm;
Sun Noon-10pm
301/ 725-3228 M-F 8:30am-3pm

2 David Ottalini
Silver Springs MD
301/ 681-5792 M-F 6pm-9pm
Compuserve 72457,2401

1,2,3,4 Ronald Romanowicz
Glencoe MD
301/ 472-4800 Daily 8am-4pm
301/ 472-2983 Daily 4pm-11pm

1,2,3,4 Michael Spurrier
Baltimore MD
301/ 298-0263 S-S 6pm-11pm
301/ 955-5938 School Days 11am-1pm

1,2,4 Morgan Jopling
Crofton MD
301/ 721-7874 M-Th 7pm-9pm;
Sun 6pm-9pm

Massachusetts

1,2,3,4 Pamela Michaelson
Marblehead MA
617/ 631-0918 M-F 9am-Noon

2,3 Richard Nash
North Reading MA
617/ 664-5400 M-F 8am-4pm

1,2 Jeff Weisenfreund
Newton MA
617/ 965-028 Daily 8pm-11pm

Michigan

1,2,3,4 Dawn Andrews
Muskegon MI
616/ 755-4308 M-F 4pm-10pm

1,2,3,4 Jim Anker
Hazel Park MI
313/ 542-3910 M-F 9am-4pm
313/ 391-0033 M-F 6pm-10pm;
S-S 1pm-9pm

2,3,4 Joe Connelly
Livonia MI
313/ 421-8729 M-F 9am-9pm
NAUG BBS #21

1,2,3,4 Arthur Daniel
Warren MI
313/ 445-7142 M-Th 7am-4pm
313/ 445-7105 M-Th 7:30am-8pm;
F 7:30am-4pm

AppleWorks Modules...

Codes

- 1=Word Processor
- 2=Data Base
- 3=Spreadsheet
- 4=Integration between modules

- 1,2 Jane Harris
Grand Rapids MI
616/ 458-2653 Sat Noon-11pm;
Sun 10am-11pm
- 1,2,3 Lynn Leininger
Monroe MI
313/ 241-4021 M-F 4pm-10pm;
S-S 10am-10pm
NAUG BBS #313
Compuserve 73277,2420
- 1,2,3,4 Bill Neef
Grass Lake MI
517/ 522-4689 Daily 8am-10pm
- 1,2,3 J. O'Connor
Rochester MI
313/ 853-1260 Daily 10am-9pm
NAUG BBS #99
- 1,2,3,4 Quality Computers
Grosse Pointe MI
313/ 885-4270 Daily 9am-5pm
313/ 885-4215 Daily 9am-5pm
- 1,2,3,4 Mike Robinson
Royal Oak MI
313/ 585-5027 M-F 6pm-10pm;
S-S 10am-10pm
NAUG BBS #411
Michigan AppleGram 313/ 292-0389 #15
- 1,2,3,4 Pete Ross
Wayne MI
313/ 728-8720 answ mach
- 1,2,3 Brian Theil
Taylor MI
313/ 287-4608 M-F 6pm-10pm;
S-S 10am-10pm
Compuserve 71320,221
- 1,2,3,4 Richard Zajac
Mt. Clemens MI
313/ 465-2615 M-F 6pm-11pm;
S-S 8am-11pm
313/ 465-5040 answ mach
NAUG BBS #198
Compuserve 71540,1602
- 1,2,3,4 Keith Zuuk
Grosse Ile MI
313/ 675-1550 Daily 8am-4pm

Minnesota

- 1,2 Norman E. Hecimovich
Austin MN
507/ 433-3425 M-F 7:30am-5pm
507/ 437-4245 Daily 5pm-10pm
- 1,2,3,4 James Hirsch
Coon Rapids MN
612/ 755-8082 M-F 6pm-10pm
612/ 755-8220 M-F 7:30am-4pm
GEne JHIRSCH

- 1,3 Dick Kenfield
Hopkins MN
612/ 938-4382 M-F 4pm-9pm;
S-S all day
Compuserve 71540,373
- 1 Penelope Krosch
Stillwater MN
612/ 436-5405 M-F 6pm-10pm;
S-S 10am-5pm

Mississippi

- 1 Bill Brescia
Union MS
601/ 656-5251 ext. 156 M-F 8am-4:30pm
601/ 774-5609 24-hr answ mach

Missouri

- 1,2,3,4 Whit Crowley
Manchester MO
314/ 394-7955 M-F 6pm-9pm;
S-S 10am-6pm
Compuserve 70176,1167
- 1,2,3 Lynn Leopard
Chillicothe MO
816/ 646-0702 M-F 8am-8:30am, 2:30pm-
3:30pm
816/ 646-4196 Daily 5pm-9pm

Montana

- 1,2,3,4 Steve Bernbaum
Shepard MT
406/373-6393 Daily 10am-11pm
- 1,2,3 Esther Hamel
St Ignatius MT
406/ 745-4455 Daily 10am-10pm
- 1,2,3 Bob Shipek
Great Falls MT
406/ 791-2130 Daily 8am- 5pm
406/ 452-9104 Daily 9pm-Midnight
Compuserve 76067,3221

Nebraska

- 1,2,3,4 Larry B. McEwen
Hastings NE
402/ 463-1387 M-F 8am-4pm
402/ 463-2267 Daily 5pm-9pm
NAUG BBS #188
GEne L.MCEWEN

Nevada

- 1,2,3,4 Jon S. Greene
Sparks NV
702/ 359-3266 M-Sat 7pm-9pm;
Sun 9am-6pm
702/ 825-9251 M-Sat 10am-5pm

New Hampshire

- 1,2,3,4 Chris MacLeod
Concord NH
603/ 224-0520 M,Th 7pm-9pm

New Jersey

- 1 Les Blatt
Maplewood NJ
Compuserve 73647,3157

- 1,2,3,4 Pete Crosta
Nutley NJ
201/ 667-6369 M-F 3pm-10pm
201/ 667-2928 S-S 8am-10pm
201/ 266-4335 M-F 8:30am-3pm
NAUG BBS #230
Compuserve 70601,35
GEne P.S.R.CROSTA
InCider #878
- 2 Edwin C. Doe
Pt. Pleasant NJ
201/ 528-6349 8am-11pm ans. serv. or
modem
GEne E.DOE

- 1,2,3,4 David Edwards
Camden NJ
609/ 966-6767 M-F 9am-5pm
609/ 365-1359 M-F 6pm-9pm

- 1,2 Matthew Jones
Neptune NJ
201/ 774-0983 M-F 6pm-8pm

- 1,2,3,4 Link Keur
Edison NJ
Compuserve 76237,302

- 1,2,3 Linda Nixon
Chatham NJ
201/ 635-0973 M-F 5pm-9pm;
S-S 11am-5pm

- 1,2 Stuart Schneider
Teaneck NJ
201/ 568-3336 M-F 9:30am-5:15pm
201/ 261-1983 M-F 6pm-10pm;
S-S 10am-11pm

- 1,2 David Jay Scott
Wall NJ
201/ 681-0600 Daily 6pm-10pm

- 1 Suzanne Thomas
Tinton Falls NJ
201/ 842-7699 Daily 9am-3pm, 7pm-9pm
Compuserve 76012,1145

New York

- 1,2,3,4 Bob Beer
Coram NY
516/ 928-6870 Daily 6pm-9pm
- 1,2,3,4 Michael Bice
Garden City NY
516/ 741-7800 ext. 219 M-F 7:30am-2:30pm
- 2 Fred Brothers
New York NY
212/ 732-7072 M-F 9am-5pm
- 1,2 Cynthia Gillmore
Johnstown NY
518/ 762-8483 M-F 7am-5:30pm;
S-S 10am-10pm
518/ 725-4016 M-F 8am-4pm
518/ 661-6277 Summer, M-F 6pm-10pm
- 1,2,3,4 Sister Mary Gregory
Watertown NY
315/ 782-3460 M-F 3pm-9pm
315/ 788-4670 Daily 2pm-3pm
- 1,2,3,4 Don Menges
Rochester NY
716/ 544-9398 Daily 8pm-11pm
NAUG BBS #126
Compuserve 75776,443
GEne VSXER

AppleWorks Modules...

1,2 Harold S. Miller
Ozone Park NY
718/ 641-5208 Daily 10am-5pm;
M-F 7pm-9pm

1,2,4 Betty M. Minemier
Dansville NY
716/ 335-3186 M-F 7am-4pm
716/ 335-6258 Other Times

1,2,3,4 James Nicoll
Pittsford NY
716/ 546-6732 M-F 7:30am-2pm
716/ 381-9480 M-F 7pm-10pm;
S-S 10am-10pm

1,2 Ken Silvo
Rochester NY
716/ 244-1912 M-F 4pm-10pm;
S-S 10am-10pm

1,2,3,4 David Strachen
Buffalo NY
716/ 634-8238 M-F 10am-5pm
716/ 832-8869 M-Th 6am-10pm

1,2 Walter Taylor
W. Henrietta NY
716/ 263-7700 ext. 269 M-F 8am-5pm
716/ 359-2857 Other Times

North Carolina

1,2,3,4 Terry W. Robertson
Charlotte NC
704/ 377-0111 M-F 8am-6pm
704/ 536-4261 Daily 7:30pm-10pm

Ohio

1,2,3,4 Mark Ball
Paris OH
216/ 862-3277 M-F 6pm-10pm
216/ 627-7606 M-F 8am-3pm

1,2,3,4 Jessie Beale-Hansen
Cinti OH
513/ 751-6834 M-F 7pm-10pm
513/ 241-6400 M-F 9am-11am, 3pm-5pm

1,2,3,4 William Beasley
N. Olmsted OH
216/ 777-7700 ext. 282 M-F 8am-4pm
216/ 933-4408 ans w mach
Compuserve 71106,574

1 Mark Elliot
Hudson OH
216/ 686-2280 M-F 9am-5pm
216/ 653-5006 S-S 6pm-11pm
GEnie G.ELLIOT

1,4 Carman Greco
St. Clairsville OH
614/ 695-5026 M-F 3pm-9pm;
S-S 9am-9pm

1 Florence Hoechstetter
Columbus OH
614/ 231-3992 Daily 6pm-10pm

1,2,3,4 Guy R. Moore
Oxford OH
513/ 746-6333 M-F 9am-4pm
513/ 529-7584 M-F 8am-4pm
513/ 523-3797 Daily 7pm-10:30pm

1,2,3,4 Howard Moskowitz
Toledo OH
419/ 729-8412 M-F 8am-4:30pm
419/ 535-8647 M-F 5pm-10pm;
S-S 10am-10pm
CompuServe 73547,337

1,2,3,4 Robert Netro
Canton OH
216/ 477-3667 8am-11am; 1pm-4pm

3 Bill Ries
Cincinnati OH
513/ 941-7831 Daily 8:45am-2:45pm
513/ 941-7933 Daily 4:30pm-10:30pm

1,2,3,4 Patricia Ritchey
Bowling Green OH
419/ 372-7038 M-F 8am-4pm
419/ 673-0040 M-F 7pm-10pm;
S-S 10am-10pm

1,2,3,4 Matiwyne Winton
Stockport OH
614/ 559-2816 MTThF 5pm-9pm;
S-S 10am-10pm

Oregon

1,2,3 Calvin Behrens
West Linn OR
503/ 655-0058 M-F 9am-5pm
503/ 636-0762 M-F 5pm-10pm;
S-S 10am-10pm

1,2,3,4 Jim Emig
Portland OR
503/ 280-5666 M-F 7am-4pm
503/ 771-1916 M-F 6pm-9pm;
S-S 10am-10pm

Pennsylvania

1,2,3,4 Larry Beatty
Hopwood PA
412/ 439-4912 Daily 9am-10pm

1,2,4 David Chesebrough
Sewickley PA
412/ 241-5129 MTTh 7pm-9pm

1,2,3,4 Martin Friedman
Philadelphia PA
215/ 473-6135 M-S 3pm-10pm
NAUG BBS #45
Compuserve 76676,1057

2 John Nied
Danville PA
717/ 275-4111 School Hours

1,2,3,4 Joel Perlsh
Havertown PA
215/ 789-7673 Daily 9am-10pm

1,2,3,4 Don Pratt
Bloomsburg PA
717/ 389-4639 M-F 9am-4pm

South Carolina

1,2 Oliver Roosevelt
Fairforest SC
803/ 576-1270 M-F 8am-1pm
803/ 574-1104 M-F 5pm-10pm
NAUG BBS #162
Compuserve 76446,1046
GEnie O.ROOSEVELT
AppleLink PE: AFL Oli

1,2 Charlotte White
Union SC
803/ 427-1389 MTThF 7pm-9pm
NAUG BBS #387

Tennessee

1,2,3,4 Major Michael Sutter
Clarksville TN
502/ 798-8203 Daily 6am-2pm
615/ 552-0973 Daily 5pm-9pm

Members Helping Members Data Base Available on Disk

You can now get an electronic copy of NAUG's Member Helping Members data base. The file contains a list of more than 150 consultants and the technical support they offer.

Use the Apple-R command in the data base module to search this list for volunteers who offer the technical support you need.

The Members Helping Members Disk is available from NAUG's Public Domain Library for \$4 per disk, plus \$2 shipping and handling per order (Foreign postage: \$4).

Texas

1,2,3 Richard Buro
Temple TX
817/ 778-0386 Daily 6am-9pm ans w mach

1,2 Martha (Polly) Davis
Baytown TX
713/ 422-7560 M-S 5pm-10pm

1,2,3,4 Ron Franzetti
Austin TX
512/ 331-8061 5pm-10pm

2 Jeff Holcomb
Carrollton TX
817/ 465-7978 M-F 7pm-10pm;
S-S 10am-10pm

1,2,3 Joseph Kline
Lubbock TX
806/ 796-0829 Daily 8am-9pm

1,2,3,4 Ralph Logan, Jr.
Fort Worth TX
817/ 281-0661 TThF 2pm-5pm
GEnie R.LOGAN2

1,2,3,4 Bob Oberholtzer
Houston TX
713/ 664-2011 M-F 9am-6pm
713/ 664-1795 M-F 6pm-8:30pm;
Sat 2pm-7pm
713/ 664-2011 24hr ans w serv

Vermont

1 Lars Baris
Essex Jct. VT
802/ 878-1392 Daily 7am-2pm

AppleWorks Modules...

Virginia

- 1,2,3,4 H. Joseph Dobrowski
Langley AFB VA
804/ 865-7520 T-Th 7pm-9pm
- 1,2 Warren Downes
Yorktown VA
804/ 898-8386 M-F Noon-4pm;
804/ 898-1881 M-F 4pm-10pm;
Sat Noon-10pm
- 1,3 William W. Sanderson
Merrifield VA
703/ 352-1568 M-F 6pm-10pm
703/ 820-8550 Daily Noon-1pm

Washington

- 1,2,4 Thomas Chambers
Fox Island WA
206/ 549-4114 M-F 5pm-9pm;
S-S 10am-10pm
- 1,2,3 Nancy Langlow
Redmond WA
206/ 455-6052 M-F 8am-4:30pm
206/ 868-7254 Daily 5pm-10pm

Wisconsin

- 1,3 Donald Chase
Omro WI
414/ 685-5681 Daily 6pm-9pm

- 1,2,3,4 Neil Johnson
Eau Claire WI
715/ 834-8104 M-F 8am-3:45pm
- 1,2,3,4 Peter Lee
Milwaukee WI
414/ 344-6807 Daily 8am-10pm, ans
mach
414/ 963-6180 M-F 9am-5pm
Compuserve 73317,243
GEnie PETER.LEE
- 1,2,3,4 Jerry K. Miller
Milwaukee WI
414/ 321-3820 M-F 10am-2pm
414/ 425-0778 M-F 8pm-10pm
- 1,2,3,4 Mike Starck
Milwaukee WI
414/ 545-5233 M-F 7am-5pm
- 2,3,4 Paul Van Wyk
Appleton WI
414/ 731-0941 Daily 9am-4pm
414/ 739-6503 Daily 7pm-10pm

Foreign/APO

- 1,2,3,4 Harve Thorn
Mexico City Mexico
905/ 516-0720 ext 135 M-F 8am-2pm
- 1,2 Brian Scully
Kitchener Ontario, Canada
519/ 744-2064 M-F 9pm-10pm;
S-S Noon to 10pm

Brandt to Speak at NAUG AppleFest Seminars

The National AppleWorks Users Group will present three day-long AppleWorks seminars at AppleFest '88 in San Francisco, September 15-17. The seminar, entitled "AppleWorks: Beyond the Basics" is intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques.

Participants at these workshops will include Dr. Warren Williams, Oliver Roosevelt, and TimeOut developer Randy Brandt. For additional information, contact AppleFest at (800) 262-FEST.

Electronic Index Disk Update

The list to the right contains the September 1988 update for NAUG's Electronic Index Disk. The first section contains the data for the file "Forum Index". The second section contains the data for the file "Key Words". Directions for updating the Index Disk appeared in the February 1988 *AppleWorks Forum*.

NAUG updates the Electronic Index Disk monthly. The latest version can be ordered from the NAUG Public Domain Library (\$4 per disk; \$2 postage per order). Current updates can also be downloaded from the NAUG bulletin board, (313) 482-8090.

Electronic Index Disk, September 1988 Update

Enter the standard values for these categories: Volume #: 3 • Issue #: 9 • Date: Sep 88

Enter the rest of the data in the order: TYPE • PAGE • TITLE • AUTHOR • KEY WORDS

Letters to NAUG • 2 • Print "Buffers" and Short Lines • Kitchner, Melanie • buffer; Okidata; Pkaso; printing; interface cards

Letters to NAUG • 3 • Macro Users Group • Yavitz, Marvin • macros; UltraMacros; AutoWorks; users groups

Letters to NAUG • 3 • Another Patch to Change the AppleWorks Cursor • Bernhardt, Jon • AppleWorks; patches; modifications

Letters to NAUG • 3 • Pinpoint Spell Checker • Prohaska, Don • Pinpoint; Spelling Checker; QuickSpell

Advanced Techniques • 4 • How to Transfer Files into AppleWorks - Part 1 • Williams, Warren • file transfers; file conversions; MS-DOS; ProDOS

Data Base Tip • 8 • How to Handle 9-Digit Zip Codes • Merritt, Cathleen • data base; zip codes

Word Processor Tip • 9 • How to Print a Single Page • Hirsch, James • Pause Each Page Command; printing

Macro Tips • 10 • Getting Started with Macros - Part 1 • Munz, Mark • macros; UltraMacros

Software Review • 14 • TimeOut Thesaurus: An Easy Way to Find the Right Word • Knight, Marty • Beagle Bros; TimeOut; Thesaurus; add-ons

AppleWorks Update • 17 • Recent Additions to NAUG's AppleWorks Wish List • n/a • AppleWorks; updates; upgrades; Claris

Word Processor Tip • 18 • How to Get Multi-Line Headers • Munz, Mark • macros; word processor; headers

Quick Tip • 20 • How to Prevent Apple IIgs Lock-Ups • Weiss, A. J. • ImageWriter II; Apple IIgs Beagle Bros Update • 21 • SpreadTools: Useful Tools for the Spreadsheet User • Gair, Dave • spreadsheet; TimeOut; Beagle Bros

Member Helping Members • 23 • How to Get Help with the AppleWorks Modules • Marriott, William • AppleWorks; special programs; word processor; data base; spreadsheet

New Key Words: buffer; Pkaso; zip codes



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NAUG shares members' addresses with other users groups and selected vendors. If you do not want to receive mail from these agencies, check here: ☐

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NAUG accepts classified advertisements in the **AppleWorks Forum**. These advertisements must meet the following criteria:

1. The individual's or company's name, address, and telephone number must be included in the advertisement.
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3. Payments must accompany your order. Orders must be received at least 45 days before the cover date on the issue in which the advertisement will appear.

Rate: 50¢ per word per issue.

Seminar Schedule

NAUG sponsors AppleWorks seminars in various locations throughout the country. These seminars, entitled "AppleWorks: Beyond the Basics", are intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques.

Seminar schedule:

Oct. 12 - Battle Creek, MI	Oct. 31 - Chicago, IL
Oct. 24 - Kansas City, KS*	Nov. 4 - Grand Rapids, MI
Oct. 26 - Minneapolis, MN*	Nov. 7 - Ann Arbor, MI
Oct. 28 - Milwaukee, WI*	*Tentative

The presenters, Dr. Warren Williams and Oliver Roosevelt, are technical advisors to NAUG and frequent contributors to the *AppleWorks Forum*. Write or call NAUG for more information.